

Minutes of Council  
May, 17, 2022

Time: 7:00 PM

Location: Virtual & Council Chambers



## Meeting # 22

**Council Members Present in Chambers:** Mayor Ron Vandewal, Ray Leonard, Doug Morey, John McDougall, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

**Staff Present in Chambers:** Louise Fragnito - Chief Administrative Officer, Angela Maddocks - Clerk, Jamie Brash - Manager of Facilities and Solid Waste, Claire Dodds - Director of Development Services, , Troy Dunlop - Manager of Technical Services & Infrastructure, Michelle Hannah - Planning Assistant, Darcy Knott - Director of Fire and Emergency Services

**Staff Present via Electronic Participation:** Anna Geladi - Planner

1. Call to Order and Roll Call

a) Resolution

Resolution No. 2022-22-01

Moved by Councillor Ruttan

Seconded by Deputy Mayor Revill

That the Council meeting of May 17, 2022 be called to order at 7:00 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a) Councillor Leonard declared a pecuniary interest with respect to Agenda Item 12 a), the Accounts Payable and Payroll Listing.

3. Approval of Agenda

a) Resolution

Resolution No. 2022-22-02

Moved by Councillor Ruttan

Seconded by Councillor McDougall

That the agenda for the May 17, 2022 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session - not applicable

5. Delegations - none

6. Public Meeting - not applicable

7. Approval of Minutes

a) **April 5, 2022 Council Meeting**

Resolution No. 2022-22-03

Moved by Councillor Sleeth  
Seconded by Councillor Morey  
That the minutes of the April 5, 2022 Council meeting be approved.

Carried

b) **April 12, 2022 Committee of the Whole Meeting**

Resolution No. 2022-22-04  
Moved by Councillor McDougall  
Seconded by Councillor Sutherland  
That the minutes of the April 12, 2022 Committee of the Whole meeting be approved.

Carried

c) **April 19, 2022 Council Meeting**

Resolution No. 2022-22-05  
Moved by Councillor Roberts  
Seconded by Councillor Leonard  
That the minutes of the April 19, 2022 Council meeting be approved.

Carried

8. Business Arising from the Minutes

a) **Notice of Motion - County Roads Policy Change**

This report provided information in response to a notice of motion requesting to clarify whether there has been any change in the policies regarding required widths for road widenings on former County roads relating to severance application within the past 8 years.

While the report did not include any recommendations, Council supported assisting with the cost of the survey for the applicant.

Resolution No. 2022-22-06  
Moved by Councillor Sleeth  
Seconded by Deputy Mayor Revill  
That Council agrees to pay \$2000.00 towards the survey costs in relationship to the 2015 severance application from Mr. Chisamore that will assist in meeting the 30 metre requirement on county roads.

Carried

b) **Notice of Motion - Recognition for Community contributions through COVID**

This report provided information in relation to a Notice of Motion requesting opportunities to recognize community organizations for their contributions to the community throughout the COVID-19 pandemic.

A friendly amendment was made to the resolution to include "and individuals".

Resolution No. 2022-22-07  
Moved by Councillor Sleeth  
Seconded by Councillor Morey  
That Council support the recommendations included in the Chief Administrative Officer's report of May 17, 2022 to recognize organizations and individuals for their contributions through the pandemic.

Carried

9. Reports Requiring Action

a) **Communal Services Governance - Business Case Study**

This report recommended that Council provide support for the County's Frontenac Municipal Services Corporation (MSC) Business Case Study Final Draft release for public comment as required under the Municipal Act

Resolution No. 2022-22-08

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That Council support the publishing of the Draft Frontenac Municipal Services Corporation Business Case Study for public review and comment by the County of Frontenac.

Carried

b) **Disconnecting from the Workplace Policy**

Bill 27 was passed into law on December 2, 2021. Bill 27 adds new provisions to the Ontario Employment Standards Act, 2000 (ESA), including requiring Ontario employers with 25 or more employees to have a written "Disconnecting from Work" policy by June 2, 2022. The attached policy has been developed in accordance with this Bill.

Resolution No. 2022-22-09

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That Council, having considered the report regarding the "Disconnecting from Work Policy" required under the Ontario Employment Standard Act - Bill 27, adopt the HR-024 Disconnecting from Work Policy.

Resolution No. 2022-22-10

Moved by Councillor Sutherland

Seconded by Councillor Leonard

That the "Disconnecting from Work" policy be deferred.

Carried

c) **Road Closing Application - RC-21-08 - Request to stop up, close and transfer portions of an unopened road allowance**

An application was received by Development Services Staff requesting the stop up, close and transfer of a portion of unopened road allowance jointly owned by the Townships of Central Frontenac and South Frontenac and a portion of the unopened road allowance between Concessions 8 & 9, Lot 36, to facilitate access to vacant land for the purpose of development.

Resolution No. 2022-22-11

Moved by Councillor Morey Seconded by Councillor Leonard

That Council direct staff to proceed with the process of closing and transferring ownership of an unopened road allowance jointly owned by Central Frontenac and South Frontenac and the unopened road allowance between Concession 8 & 9, both adjacent to the applicant's property to provide access; and

That Council agree to proceed to determine fees for these portions of the east/west unopened road allowance through a real estate appraisal; and

That the north/south road allowance (entirely within South Frontenac be sold as per South Frontenac's policy; and

That the sale be contingent on all three parcels being closed and sold.

Carried

- d) **Road Closing Application - RC-21-09 - Request to stop up, close and transfer a portion of unopened road allowance between Concession 8 and 9, Storrington District.**

An application has been received by Development Services Staff to request to stop up, close and transfer a portion of unopened road allowance between Concession 8 and 9, District of Storrington

Resolution No. 2022-22-12

Moved by Councillor Sleeth

Seconded by Councillor Morey

That Council direct staff to proceed with the process of closing and transferring ownership of a 12 metre (40 foot) by approximately 124 metre (417 foot) portion of unopened road allowance, between Concession 8 & 9, District of Storrington.

Carried

- e) **Office Expansion Feasibility Study Award**

This report sought Council approval for the award of the Office Expansion Feasibility Study

Resolution No. 2022-22-13

Moved by Councillor McDougall

Seconded by Councillor Sutherland

That Council award the Office Expansion Feasibility Study to Colbourne & Kembel, Architects, Inc in the amount of \$68,528.24 net of rebatable HST.

And that the additional required funding in the amount of \$48,528.24 be funded from Facilities Reserve.

Carried

- f) **Utilities Kingston Agreement Extension - Sydenham Water System Maintenance**

This report sought Council approval for the extension of the current contract with Utilities Kingston for a period of 5 years.

Resolution No. 2022-22-14

Moved by Councillor Sutherland

Seconded by Councillor Ruttan

That the Township of South Frontenac enter into a contract with Utilities Kingston to extend the Operation and Maintenance of the Sydenham Water System until December 31, 2026 subject to one extension of five years for the years 2027-31.

And that the Mayor and CAO be authorized to sign this contract on behalf of the Township of South Frontenac.

Carried

- g) **Fabric Replacement on the Keeley Sand/Salt Dome**

This report provided information on the Keeley Road sand/salt dome fabric replacement and seeks Council approval.

Resolution No. 2022-22-15

Moved by Councillor Ruttan

Seconded by Deputy Mayor Revill

That Council approve an amount of \$35,000 to replace (3) three fabric roof panels on the Keeley Road sand/salt dome. This necessary repair be funded from the Facilities Reserve Fund.

That this project be awarded to Barretts Farm and Family Centre who are the Contractor of Record that provides service to maintain warranty of Calhoun design dome structures.

Carried

10. Committee Meeting Minutes

a) **South Frontenac Museum Committee - Annual General Meeting held February 24, 2022**

Resolution No. 2022-22-16

Moved by Councillor Morey

Seconded by Councillor Sleeth

That Council receives for information the minutes of the February 24, 2022 South Frontenac Museum Society Annual General meeting.

Carried

11. By-laws

a) **By-law 2022-39 - Road Closing Application (RC 21-05) Concessions 10 & 11, Storrington**

An application was received by Development Services Staff requesting the stop up, close and transfer of a portion of unopened road allowance between Concessions 10 & 11 to enlarge the abutting vacant land to the north of the road allowance

Resolution No. 2022-22-17

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That By-law 2022-39, being a by-law to stop up, close and sell a portion of an unopened road allowance being Part 1 on Plan 13R-22600, part of the road allowance between Concessions 10 and 11, Storrington District, be given first and second reading.

Carried

Resolution No. 2022-22-18

Moved by Councillor Roberts

Seconded by Councillor Leonard

That By-law 2022-39, be given third reading, signed and sealed.

Carried

b) **By-law 2022-40 - Update to Building By-law and Building Permit Fees**

This report provided background information and recommended the Building By-law (By-law 2014-26) be amended to implement changes to ensure building fees continue to reflect the cost of delivering services without increasing unnecessarily.

Resolution No. 2022-22-19

Moved by Councillor Leonard

Seconded by Councillor Sleeth

That By-law 2022-40, being a by-law to amend By-law 2014-26, a by-law to regulate construction, demolition and change of use permits for buildings, structures, and all other related services within the Township of South Frontenac and to repeal By-law 2015-05, be given first and second reading.

Carried

Resolution No. 2022-22-20

Moved by Councillor McDougall

Seconded by Councillor Sutherland

That By-law 2022-40, be given third reading, signed and sealed.

Carried

Resolution No. 2022-22-21

Moved by Councillor Sutherland  
Seconded by Deputy Mayor Revill

That staff bring forward a report in relation to the Reserve Policy which includes the assessment of the appropriate upset limit of the Building Reserve balance at a future Council meeting.

Carried

c) **By-law 2022-41 - Zoning By-law Amendment application PL-ZBA-2022-0031 for 2414 and 2418-2420 Rutledge Road**

This report recommended that Council pass a by-law to change the zone on the subject lands from Limited Service Residential Waterfront – Special Provision (RLSW-88) and Rural (RU) to Waterfront Residential – Special Provision (RW-48). The RW-48 zone will reflect that the subject lands will be a waterfront property with frontage on a public road, will recognize the waterfrontage, and will permit an accessory building to be located in the front yard of the dwelling

Resolution No. 2022-22-22

Moved by Councillor Ruttan  
Seconded by Deputy Mayor Revill

That By-law 2022-41, being a by-law to amend By-law 2003-75 as amended, to rezone land from Limited Service Residential Waterfront Special Provision Zone (RLSW-8) and Rural (R) to Waterfront Residential Special Provision Zone (RW-48) on lands described as Part of Lot 7, Concession 5, being Part 1 on Plan 13R20066 and a portion of lands described as Part of Lot 7, Concession 5, being Parts 2 to 5 on Plan 13R20066, district of Loughborough, be given first and second reading.

Carried

Resolution No. 2022-22-23

Moved by Deputy Mayor Revill  
Seconded by Councillor Ruttan

That By-law 2022-41, be given third reading, signed and sealed.

Carried

d) **By-law 2022-42 - Reduce speed limit on Wolfe Swamp Road and Bradford Road East and West**

This report was a follow up to the report presented to Council on May 3, 2022 and was in response to a request for speed limit reduction on Bradford Road and Wolfe Swamp Road, and is seeking Council approval to pass By-law 2022-42 to implement these changes

Resolution No. 2022-22-24

Moved by Councillor Leonard  
Seconded by Councillor Morey

That By-law 2022-42, being a by-law to amend By-law 2000-01, being a by-law to regulate speed on Wolfe Swamp Road and Bradford Road, be given first and second reading.

Carried

Resolution No. 2022-22-25

Moved by Councillor McDougall  
Seconded by Deputy Mayor Revill

That By-law 2022-42 be given third reading, signed and sealed.

Carried

e) **By-law 2022-43 - Signing Officer Update**

This report sought Council approval for an update to the by-law in regards to signing officers for the Township which provides for the addition of the Finance Supervisor

Resolution No. 2022-22-26

Moved by Councillor Leonard

Seconded by Councillor McDougall

That By-law 2022-43, being a by-law to provide for the appointment of banking signing authorities, be given first and second reading.

Carried

Resolution No. 2022-22-27

Moved by Councillor Morey

Seconded by Councillor Sutherland

That By-law 2022-43, be given third reading, signed and sealed.

Carried

12. Reports for Information

a) **Accounts Payable and Payroll Listing**

b) **Tiered Medical Response**

This information report provided data about emergency medical incidents and associated costs for South Frontenac Fire and Rescue as requested by Township Council

c) **Hinchinbrooke Road - Schedule for Repairs (2022)**

This report provided details on the scope and schedule of final repairs on Hinchinbrooke Road at Spring Lake crossing

13. Information Items

a) **Municipal Property Assessment Corporation (MPAC) - 2021 Financial Statement**

b) **Limestone District School Board - Community Planning & Partnership Meeting**

c) **South Frontenac Museum Society Invitation to Council and Staff**

14. Notice of Motions - none

15. Announcements/Statements by Councillors

- a) Deputy Mayor Revill suggested that when the Noise By-law is reviewed that By-law Enforcement Officer and the Township Solicitor be included in the discussion and enforceable conditions in a closed session.

16. Question of Clarity (from the public on outcome of agenda items)

- a) There were no questions of clarity.

17. Closed Session - not applicable

18. Confirmatory By-law

a) **By-law 2022-44**

Resolution No. 2022-22-28

Moved by Councillor Morey

Seconded by Councillor Ruttan

That By-law 2022-44, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading this 17 day of May 2022.

Carried

Resolution No. 2022-22-29  
Moved by Councillor Roberts  
Seconded by Councillor Sutherland  
That By-law 2022-44 being the confirmatory by-law, be given third reading,  
signed and sealed.

Carried

19. Adjournment

a) **Resolution**

Resolution No. 2022-22-30  
Moved by Councillor Morey  
Seconded by Councillor Sleeth  
That the Council meeting of May 17, 2022 be adjourned at 8:31 p.m.

Carried

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Ron Vandewal, Mayor

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Angela Maddocks, Clerk